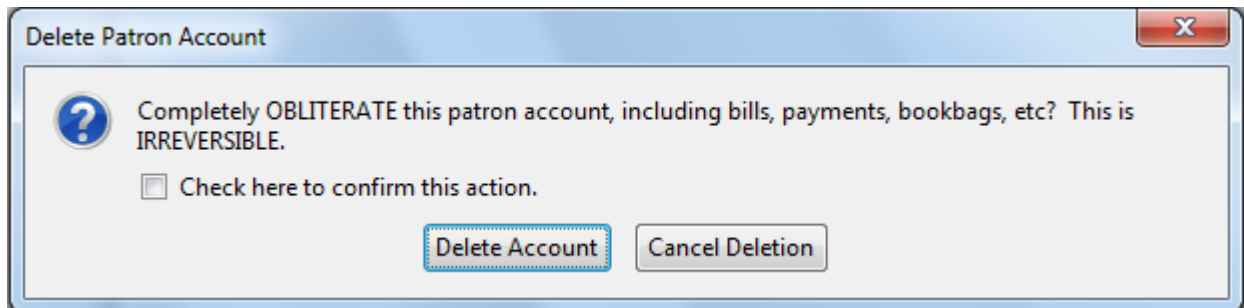# Deleting Patrons

Inactive patron accounts that do not reflect fines or fees, items checked out or claims returned activity will be purged one (1) year from the date of being last used. Member libraries are required to review patron records and mark records "inactive" or delete the patron's account if expired or unused by the patron during the previous twelve (12) months. LocalAdmins may delete patrons when the home library of the patron matches the local library of the LocalAdmin. LocalAdmins may also grant this permission to other staff members so they will have the ability to delete patrons.

Open the patron account to be deleted and assess whether the patron has open transactions on their account. If there are no open transactions on the account, navigate to Other. Then choose Delete Patron Account.
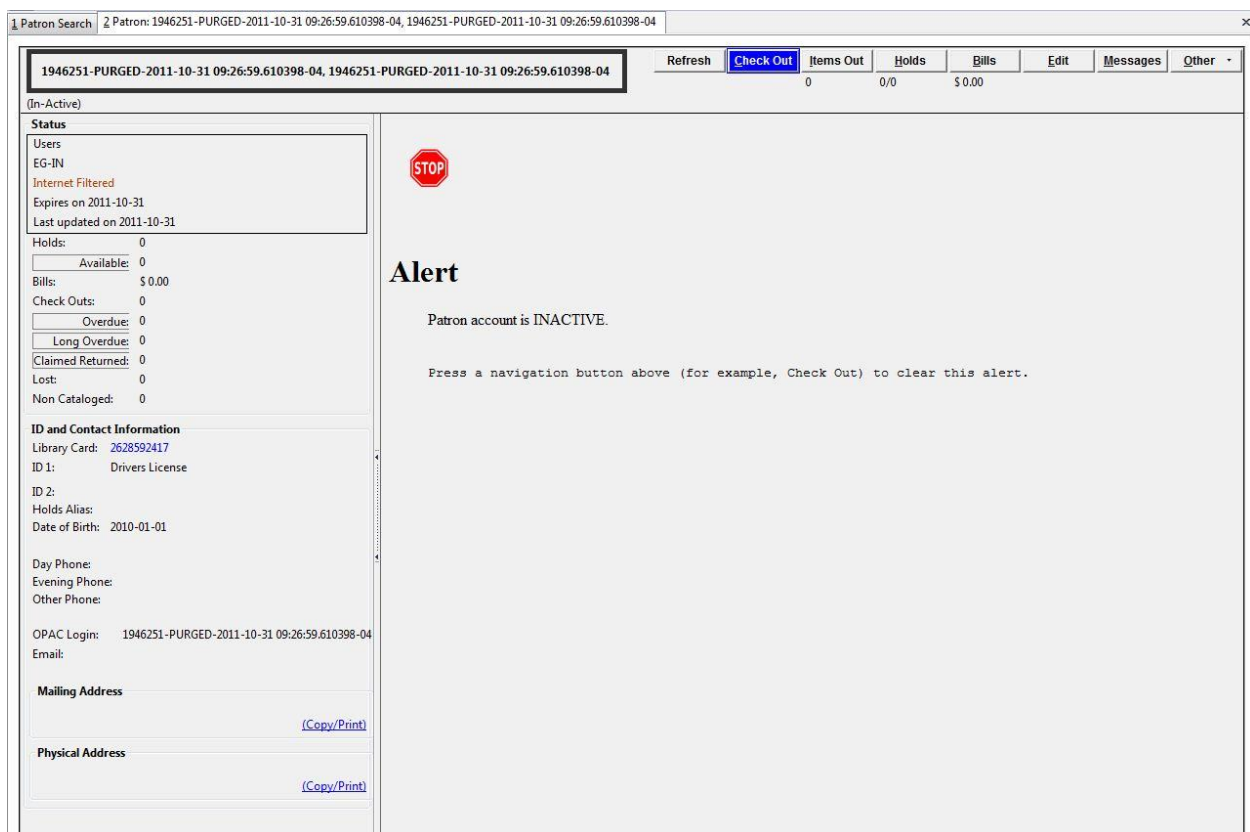
NOTE: You must click the Check here to confirm this action box whether you choose Delete Account or Cancel Deletion.

The following screen will display after the Delete is complete:

A patron may return to your library with the library card associated with the deleted account. If you attempt to retrieve the patron account in the Checkout screen, you will receive a message which notifies you that the barcode was not found. At that point, you can search Everywhere in the patron database for the patron. If you still do not find the patron account, notify the patron that their account has been purged due to inactivity in accordance with State Library Law. You will need to ask for identification and register the patron again according to the Evergreen Indiana Circulation Policy and Procedures as you will not be able to access the patron account.

Retrieve Patron

Barcode: 2628592417   [Submit]

Barcode 2628592417 not found.

No Patron Selected   [Merge Patrons] [Search Form] [Retrieve Patron]

Search for Patron

Include inactive patrons? ☑

Limit results to patrons in   Everywhere ▾

Last Name: borger

First Name: odie

Middle Name:

Alias:

Email:

Phone:

ID:

OPAC Login:

Barcode:

Address 1:

Address 2:

City:

ZIP:

Filter by Permission Profile:

▾

[Search]

[Clear Form]

Barred	Date of Birth	Last Name	First Name	Middle Name	Library Card: Barcode

The page at http://mig.evergreen.lib.in.us says:

⚠ No patrons found matching search criteria.

[OK]